



STATE OF TENNESSEE
DEPARTMENT OF REVENUE
ANDREW JACKSON STATE OFFICE BUILDING
NASHVILLE, TENNESSEE 37242

FEDERAL TAX INFORMATION

Confidentiality and Disclosure of Federal Returns and Return Information

As an employee of _____, which is engaged in contract or subcontract work for the State of Tennessee, I acknowledge that my official duties may involve access to federal tax returns and return information in a variety of formats, such as but not limited to original documents, photocopies of documents, magnetic tapes, transcripts, electronic information accessed by computer, or information obtained during conversations with IRS employees. I have read instructional information and have been advised that federal information requires special protection and may only be accessed, used or disclosed in the performance of my official duties strictly for the purpose of state tax administration.

I have read and received copies of portions of the Internal Revenue Code of 1986 as amended, which pertain to unauthorized access and/or disclosure of federal returns and/or return information. In particular, I have read and received copies of Internal Revenue Code Sections, 6103(a), 6103(b), and 6103(p)(4). I have been advised that it is unlawful to access or disclose federal returns or return information for any purpose not authorized as part of my official duties. I agree to comply with the Internal Revenue code Sections as described above.

I have been advised of the criminal and/or civil penalties associated with violations of the access and disclosure statutes as described above. I have read and received copies of Internal Revenue Code Sections 7213, 7213A, and 7431.

I understand that federal returns and return information must be kept strictly separate from state information. I will not access or disclose any federal return or any federal return information in any manner whatsoever, except to the extent, and in a manner specifically permitted by applicable laws, rules, or regulations. I will not make or cause to be made any photocopy or hardcopy of such data. I will not transcribe or otherwise extract information from federal returns and return information into state documents, state computer programs, or other state information systems without authorization and only when appropriate labeling of the information has been completed.

Violation of any of the foregoing requirements will be grounds for immediate dismissal and penalties as outlined above.

Name (Please Print)

Signature

Location